G-7 Mission Assurance

Mass Notification Registration Process

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Step 1: **(NMCI users only)** Can access Self-Service by right-clicking on the purple globe icon in the system tray on your NMCI workstation and selecting "Access Self-Service" (see Figures 1 & 2).

Right click on the Purple Globe Icon (Purple Globe may be in hidden icons. Click "up" arrow to left or right of other icons)

Figure 1

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Figure 2

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Step 2: When prompted, select your CAC Certificate and enter your CAC PIN. Regardless of the method used to access the Self-Service site, once logged on, the "My Info" Tab appears. (Figure 3)

Figure 3

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➢ Update the key attributes that apply to you. (Select any of the listed foreign languages if you have an advanced skill in the language) (Figure 3)

Figure 3

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➢ Update the key attributes that apply to you. (Important: select your organization by clicking on the hyperlink in the Organization Information section) (Figure 4).

Figure 4

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> Update the key attributes that apply to you. (In some cases, the organizational hierarchy may not go all the way down to the level at which you work. Simply select the next appropriate higher headquarters that is listed) (Figure 5).
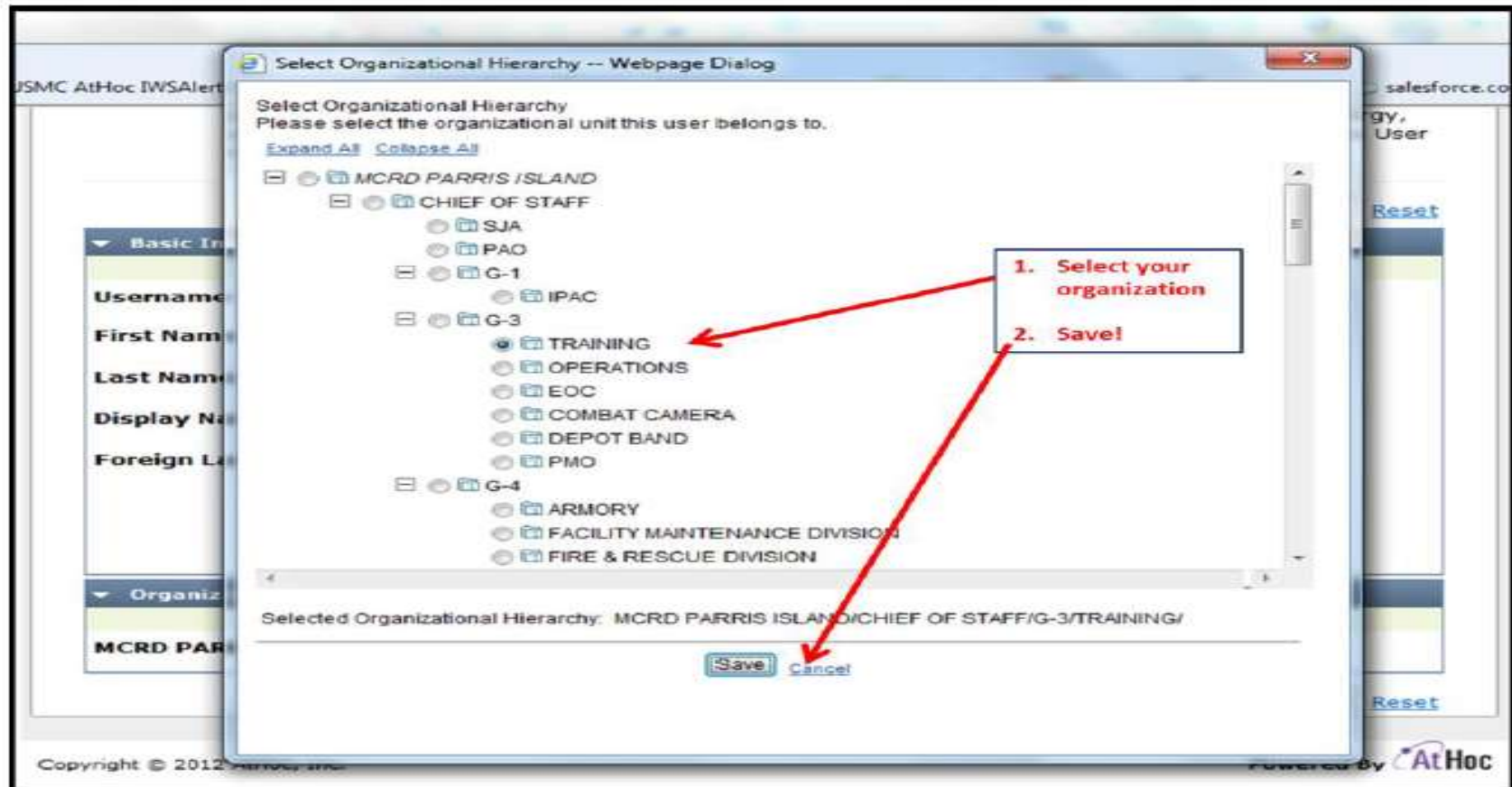
Figure 5

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Step 3: Once you have updated the data on the "My Info" tab and clicked "Save", click on the "My Devices" tab (Figure 6). Input your contact information email, phone, and SMS text and then "Save". **Enter commercial phone numbers only, no DSN numbers!**

Figure 6

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Step 4: When you've completed entering Device information, click on the "Locations" Tab to enter and work address information. (Figure 7)

Figure 7

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➢ Click on the "Edit" button for either your Home or Work Address. (Figure 8)

Figure 8

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➢   Address information (Figure 9)

(a) Home address is found by typing in the actual address in the space provided

(b) Work address **(Note: For work location address type in (Rourke Rd, Twentynine Palms, CA 92277) in the space provided in order to get a good starting point on the installation, then click on Hybrid and then move the purple bubble over your building to get your exact location)** the click done
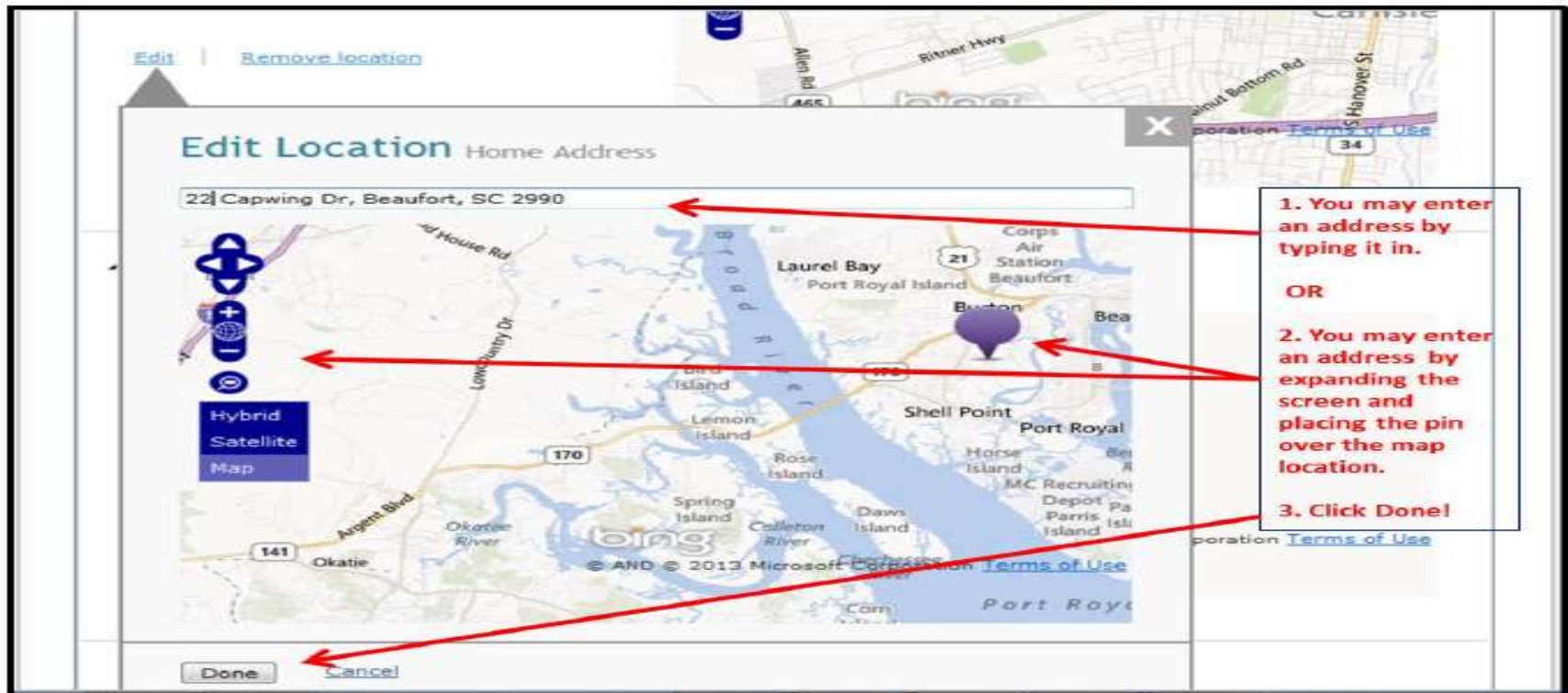

Figure 9

➢ Click the "Save!" button to save your changes. (Figure 10).

Figure 10

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Any questions or assistance contact the G-7 Force Protection Branch at (760) 830-1884 or email michael.f.burns1@usmc.mil